

To Housing CDBG-RLF Grantees:

For those of you administering the housing Community Development Block Grant (CDBG) Revolving Loan Fund (RLF), it is time to complete the CDBG Housing RLF Activity Report for the reporting period of **April 1, 2011 through March 31, 2012**. Go to http://doa.wi.gov/cdbgrlf/cdbgrlf_form.asp to complete this report online. Housing CDBG-RLF grantees administering these funds must complete and submit the online version and send to the Division of Housing via the postage mail a signed copy of this report with the requested documentation.

To submit this report online, click the "Submit!" button at the bottom of the report. Do not forget to put the Verification Text displayed in red in the adjacent form field located above the "Reset" button. You will not be able to submit your online report if this is not done properly. After hitting the "Submit!" button, you will go to a new screen; this screen contains all the information you filled in online.

At the top of the new screen, there will be a print bar. Click on the print bar to print your CDBG housing RLF Activity Report. If you have multiple CDBG Housing RLF Activity Reports, you must click the "Close Window" button after you print each report. This will close the internet browser and clear out previous entered information.

Send a signed printed copy of this report with the following supportive documentation: CDBG Housing RLF bank statement with the balance as of 3/31/12 and the CDBG Housing RLF Accounting Journal with RLF entries from 4/1/2011 to 3/31/2012. **Send all the above requested documents together via the postage mail to the Division of Housing address below by April 23, 2012.**

If you have further questions, feel free to contact Gina Truly at 608-267-4574 or e-mail at gina.truly@wi.gov.

Mail all requested documentation to:

Department of Administration
Division of Housing
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